

# 2011 SEI Filing Instructions

Due to changes made during the 2010 Legislative session,  
**ALL Filers must file a “long form” for the 2011 filing season.**

Generally, you must comply with the annual SEI filing requirement  
no later than **April 15, 2011**. Failure to comply  
may subject you to a \$250 fine and disciplinary action,  
including removal from your public position.

## PERSONAL INFORMATION.

**Questions 1-12; Page 1.** You must complete **all** personal information on page 1. Have you listed your name, address, employer, title or position sought, telephone and e-mail information?

- ✓ **Question 4.** Please list your current employer.
- ✓ **Question 5.** If you are a prospective covered employee or appointee, please list the covered position you are seeking. If you are a current covered employee or appointee, please list the covered position in which you are serving.
- ✓ **Question 10.** If you are filing because your job is covered under the Ethics Act, or you are being considered for such a position, please select your employer from the “Employed By” dropdown list.
- ✓ **Question 11.** If you are filing because you are currently serving on a board or commission, or are being considered for appointment, please select the appropriate board/commission from the “Board(s) Served” dropdown list.
- ✓ **Question 12.** Please include information concerning yourself, your spouse, and members of your immediate family on your SEI. Note that immediate family includes members of your extended family **who reside in your household**.

## NEW DISCLOSURES.

- ✓ **Questions 19(a) – 21(e).** There are several new questions on the form due to changes made last legislative session concerning campaign contributions and campaign-related activity. Please read these questions carefully.

**ATTACHMENTS.** You may include attachments to respond to a question. Please number your attachment to match the number of the question and attach that information to the SEI. Be sure to refer to that attachment in your response to the question (e.g., “See attachment 1”). Reminder: Attachments are also public record.

## CHECKLIST.

- ✓ **Respond to each question.** You must respond to **each** question, including question #22. If you do not have information to disclose in response to a question you must check “No”. If you check “Yes,” provide **all** information requested, including answering subparts.
- ✓ **Validate.** Upon completion of the SEI, read the affirmation, check “I Agree” and click on “Validate Form” If you receive a message stating you have required fields on the form that are empty, please review your SEI and answer these questions.
- ✓ **Print & Sign.** Print your SEI form and sign. **Notarization is no longer required.**
- ✓ **Copy.** Please make and **keep a copy** of your form for your records.
- ✓ **Submit.** Submit the **original, signed** SEI and any attachments to the SEC by the **April 15, 2011**, deadline. We cannot accept faxed or e-mailed SEI forms.

**QUESTIONS.** Please contact the SEC with any questions concerning your SEI. SEC staff is available to answer any questions by telephone at (919) 715-2071 or e-mail at [SEI@doa.nc.gov](mailto:SEI@doa.nc.gov).